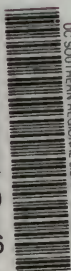


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**SHORTHAND**

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ALRAH BRADEN EDWARDS

EDWARDS  
PRACTICAL  
SHORTHAND

—FOR—

GENERAL REPORTING

—BY—

ALRAH BRADEN EDWARDS

DALLAS, TEXAS

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FIRST EDITION

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PRESS OF FRED L. LAKE & CO.  
Dallas, Texas

# Preface

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The every day life of the people of this twentieth century is too hurried to permit a prolonged study of the numerous principles, rules and exceptions so characteristic of the former Shorthand systems. A realization of this fact has prompted us to study and to produce a system which we are pleased to term **Practical**.

This is a reporting system, and a careful study of it will surely impress you of its wonderful simplicity and practability. Every principle is thoroughly treated just as it is given, not with an aggregation of exercises, however, for each exercise is particularly adapted to impress the principle to which it applies.

We do not lay claim to entire originality in producing this system, but we have profited by the experience of others, and have been able to cut out much of the material so objectionable in other systems.

This is a light line system, no shading in alphabet or by principle.

A system of connective vowels is employed, thus giving the greatest possible liberty to phrasing.

The pupil is not required to memorize an extensive list of word signs in this the word written according to principle is often shorter than the word sign given by others.

Great care has been taken to make this volume self-instructive. A few weeks of diligent study will be sufficient to prepare anyone of ordinary ability to write rapidly and to read their notes readily.

Carefully examine this volume and you will be impressed that the system is all the title implies, "**Practical Shorthand.**"

THE AUTHOR.



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# LESSON ONE

## ALPHABET.

Practice these characters until you are thoroughly familiar with the form and slant of each.

**B** and **Y** are alike except that **B** is struck downward and **Y** upward; **B** slants from the vertical, **Y** from the horizontal. The same applies to **H** and **T**, **V** and **L**.

## CONNECTIVE VOWELS.

A	E	I	O	U

## CONSONANTS.

B	D	F	G	H	J	K	L	M	N	P
R	S	T	V	W	X	Y	Z			

**C** and **Q** are omitted from the alphabet; they have no distinct sounds of their own.

## LESSON II

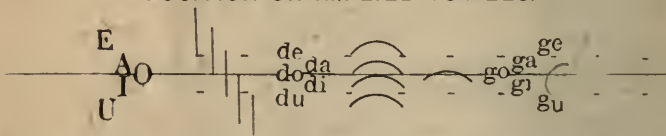
## IMPORTANT.

Practice the alphabet, combinations and contractions before beginning each succeeding lesson. Practice is truly the keynote to success in shorthand. Nowhere does practice perfect more than in the "Winged Art."

In your study of the system let me impress the importance of "Diligent Practice."

Strive to keep in mind the sense of the matter you would write, as hand and mind must work together.

## POSITION OR IMPLIED VOWELS.



Besides the connective vowels we have **Position or Implied Vowels**, as per illustration above.

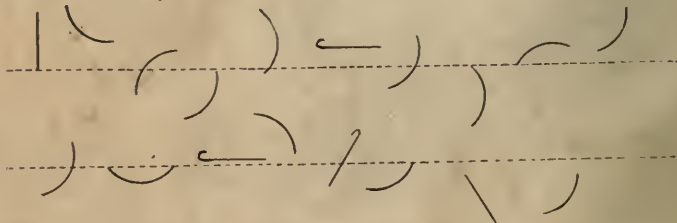
The base line is the line on our note books. When we strike a character through this line, the **O** vowel is implied to follow, as in d-o, g-o. Strike the character to this line and **A** is implied to follow, as in d-a, g-a. Strike the character to the dotted line above, which does not appear on our note books, but is a space above the base line, and **E** is implied to follow, as in d-e, g-e. Strike the character from the line below and **I** is implied, as in d-i, g-i. Strike the character a space below the line and **U** is implied, as in d-u, g-u.

These vowels represent both the long and short sounds, also those approximate.

## WORD EXERCISE.

Write these words in their proper position. Represent only the principal sounds. Write da, not day; do, not dough; du, not dew, etc.:

Day-da, me-me, low-lo, high-hi, say-sa, we-we, hoe-ho, sigh-si, lay-la, he-he, toe-to, pie-pi, way-wa, knee-ne, Joe-Jo, tie-ti, few-fu, hue-hu.



1. Se mi nu ti. 2. He ma bi a ke. 3. We mo ha. 4. U ma  
se mi bo.

## LESSON IV

### PHRASING.

There is nothing which lends so much to speed in shorthand as the writing together of simple words, which is termed **Phrasing**.

Phrasing should begin with the first sentence exercise before a habit of writing the words separately is acquired.

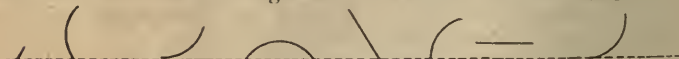
### RULE 1.

Phrase all word-signs and simple words, if there is a close grammatical connection and if a convenient joining can be made

### WORD SIGNS.

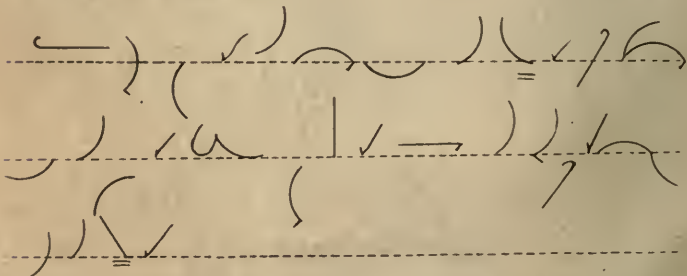
That the beginner may form some idea of phrasing, the w to be phrased in this and a few succeeding exercises will joined by a hyphen.

The fore, of AND give. gave if have TAKE to, too or  
or for or given or has two



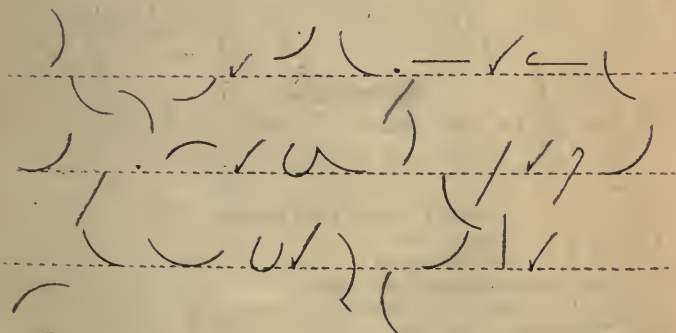
### SENTENCE EXERCISE.

1. We so-the ri. 2. He gave-the pi to ma. 3. Jo has-given-  
the ti to Lu. 4. U-ma ru-the da. 5. Take-the ha to-the Ju.  
6. Give-mi ho to Fa.



# LESSON IV—Continued

## READING EXERCISE.



## LESSON V

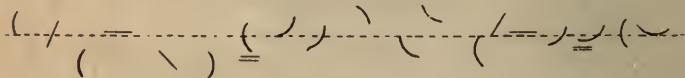
### RULE 2. L. M. or N.

Make all letters and combinations about one-third their normal size or length, to indicate the addition of L, M or N.

### WORD EXERCISE.

K is used for hard C, S for soft C. F is used for Ph and Gh. When Z is not the first sound in a word it is represented by S.

Rail-ral, boll-bol, rule-rul, can-kan, fun-fun, soon-sun, Rome-Rom, hail-hal, hole-hol, Nell-Nel, mill-mil, meal-mel, rill-ril, bale-bal, came-kam, home-hom, Tom-Tom, roll-rol, pale-pal, come-kom.



### WORD-SIGNS.

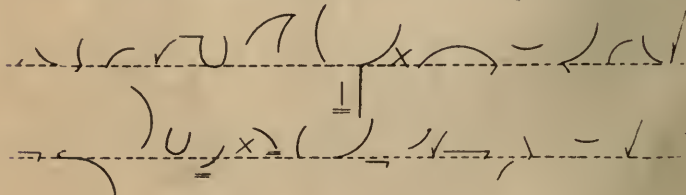
AN from in can on will



### SENTENCE EXERCISE.

1. The man ran-the lam.
2. Can-u lev for Dun to-da?
3. Give-the pen to-the lam man.
4. Can-the womn se-u Tom?
5. Nel ran to kil-the hen.
6. Take-the lim from-the pen.

Note—The first stroke in a word or phrase denotes the position.

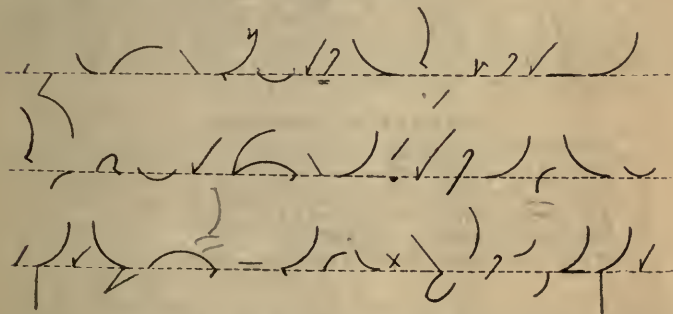


## LESSON VI

In shorthand we will meet with some words whose outlines are alike or similar, which, indeed, must be in any system; but the context will readily bring out the right word. Just as in longhand we are able to translate illegibly written words from the bent of thought.

## SENTENCE EXERCISE.

1. The blin man will fal in-to-the pon.
2. Jan ma-se-the bum in-the jal.
3. Kom and se-the lin on-the pol.
4. Su has-given-the fan to Bel.
5. Jo and Lon ma pla bal to-da.
6. Ma-I give-the kan to-the lam man?
7. If-u se Jon tel him to-kom to-da.

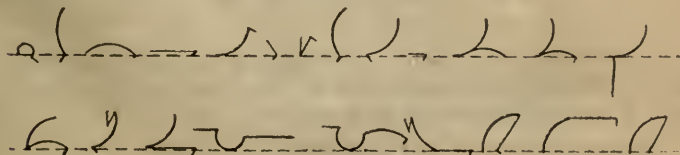


When **the** follows a word it is always joined, and is struck in the direction of B, D or F, just as it makes the better angle.

Below is given a short list of phrases. Practice them over at least fifty times.

## PHRASES.

On-the, for-the, give-the, take-the, and-the, from-the, in-the, of-the, to-the, can-the, to-give, to-give-the, to-day, have-given-the, in-to-the, to-take-the, can-you-take, can-you-give-the, I-may-take-the, will-be, will-be-the, will-take-the.





## LESSON VII

## COMBINATIONS.

Practice these combinations until you know them thoroughly. You should recognize them as readily as you do the letters of the longhand alphabet. Practice them over at least twenty times before beginning each succeeding exercise.

Wh Th Sk sh or ch squ sp qu sw, tw or dw



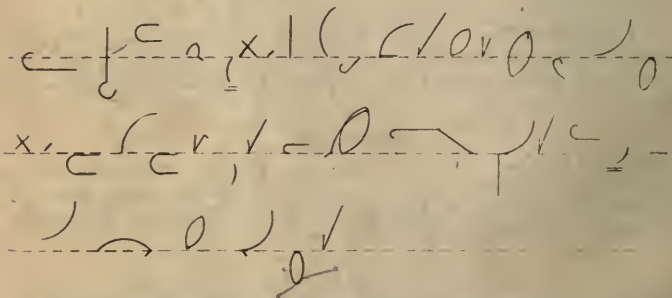
Note—Sk is struck upward.

## WORD EXERCISE.

Shale, when, she, them, skim, squall, skill, swell, quill, shame, chin, dwell, swine, swan, twine, quail, while, spell, spun, thus, shoe, show, they, sky, chew, whey, quay, shic, shave, skin, thin, shine, thine, sham, thief, chief.

## SENTENCE EXERCISE.

1. Why do you dwell on the Rhine?
2. The day for skill has come.
3. Shall I show the squill to the child?
4. The swine will swim in the slu.
5. They will shave the thief to-day.
6. When Tom came he gave the chain to the child.



Note—Phrase, If you will, by writing a contracted F in U position. This gives the sounds F-U-L. They will by a contracted th in A position, you will by a contracted U.

Many other phrases may be indicated in the same way.



## LESSON VIII

The inside of circles, hooks, loops and curves, and the under-side of horrizontal straight strokes is the **right side**. The opposite is the **left side**.

## RULE 3 (S Circle.)

When **S** is not the first sound in a word it may be indicated by making a **small circle** on the **right side** ending of a character.

When two **S**'s occur with a vowel between, make a dot within the circle to indicate the second **S**.

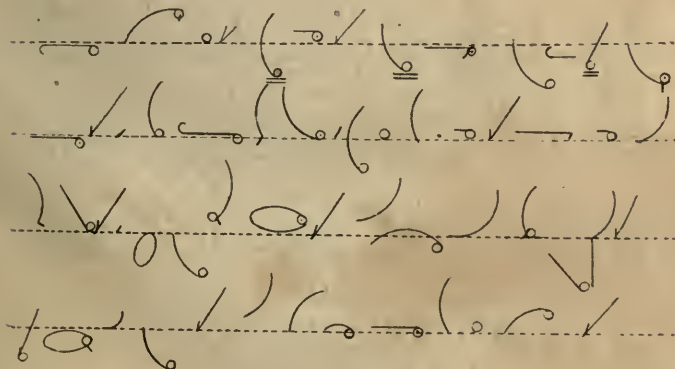
## WORD EXERCISE.

Rose, nose, toes, fuse, ruse, hose, flies, sighs, nice, mice, rice, twice, race, glass, class, mass, gas, lass, ties, shies, spaces, lace, face, roses, noses, fuses, races, glasses, classes, masses, gases, lasses, spaces, laces, faces, cases.

Note—The **S** circle standing alone represents **is** or **his**.

## SENTENCE EXERCISE.

1. This lass is in Roses classes.
2. Mose kisses-the misses, while Boss misses-the kisses.
3. The race was for-the masses; the rose is for a class.
4. Take-the class to-see-the faces.
5. The shi miss sees-the spaces.
6. He goes to raise-the fuse to-day.
7. Bose spies-the tame mice.
8. He has glass cases for his laces.



## LESSON IX

## RULE 4. R Circle.

When **R** is not the first sound in a word, it may be indicated by a circle larger than the **S** circle, but in the same position.

When **R** and **S** occur together make a circle twice as large as **R** circle to indicate **Rs** or **Sr**.

The circles are always read after the strokes to which they are attached and when they occur between two strokes they are made in the most convenient manner for joining. This is generally on the outside of angles.

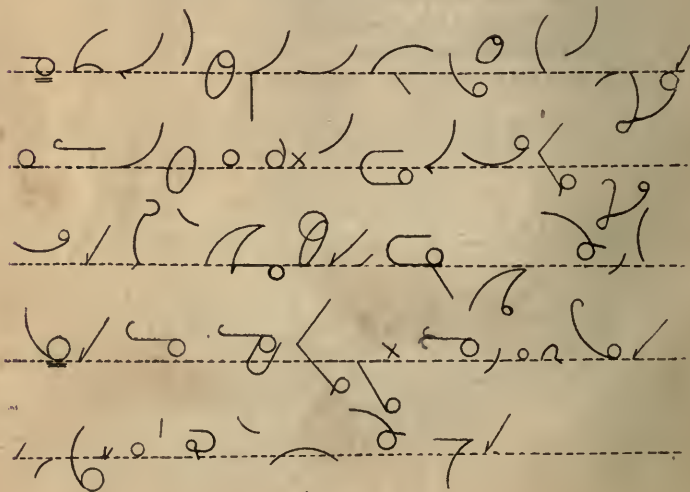
## WORD EXERCISE.

Roar, shore, dove, car, bar, lower, tar, share, far, snore, sore, tore, cares, theirs, there, were, where, roars, pares, Mars, pair, spare, snare, square, scare (sk-ar), rare, doors.

Note—The **R** circle standing alone represents, **are**, **our** or **or**.

## READING EXERCISE.

1. Clar' has-gone-to-the sea shore to-day and-will find more shells for her li'l sister.
2. Are we to show our snare?
3. He swore to-the pair be-fore-the Justice of-the Peace.
4. All of-the men will-have-their shares.
5. The dwarf lives near-the home of Mars.
6. Where were-you be-fore-the fire.
7. Their home is on-the square.
8. The lion roars in his den as-the men go near-the cave.



## LESSON X

### RULE 5. T, D or Th.

Make all letters and combinations one-third larger than the normal size to indicate the addition of **T, D** or **Th**.

**Th** following **R** circle may be indicated by making a dot within the circle.

### IMPORTANT.

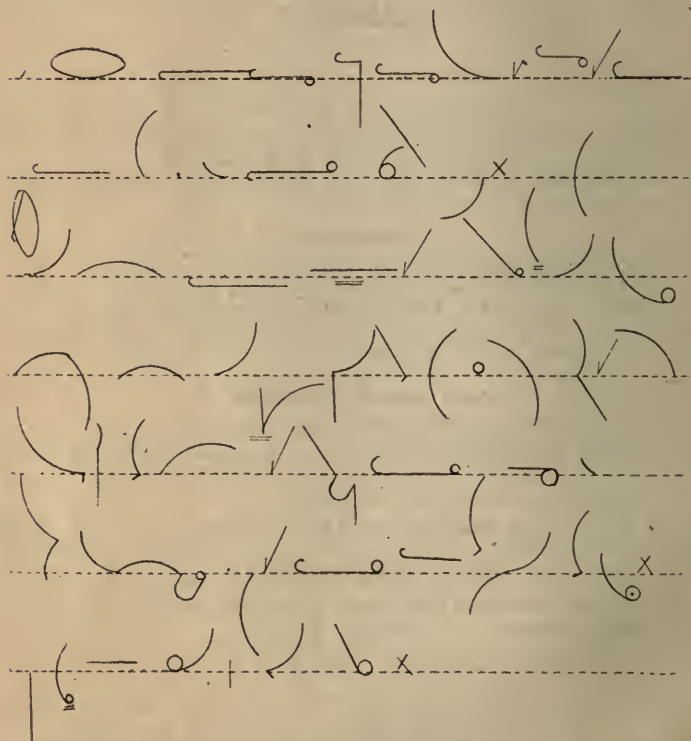
Write these words and all similar exercises over at least fifteen times before beginning the sentence exercises:

Shade, spade, skate, that, should (shud), might, weight, had did, bid, bit, what, squad, scatter, lad, ladder, both, worth, fourth. north, moth, sod, but, sad, herth.

### SENTENCE EXERCISE.

1. The spade that-was welded was-made in-the west.
2. What should-be-the weight of a man that is six feet high?
3. Ruth rode to-the gate with Kate.
4. Father and mother will-not go to Duluth to-day if-the road is not safe.
5. Nat might have made-the sled for-the lad.
6. If-you-do, what-is right, the car man may-give-us a ride.
7. What are we to-have for-the fourth?
8. Did Rose take her doll to-the fair?

## LESSON X—Continued



Note—**is** and **are** may be phrased by making the circles which represent them on the **left side**.

## LESSON XI

### CONNECTIVE VOWELS.

The connective vowels are used when a word begins with a distinctly sounded E, A, O, I, or U, and may be written in any position, except when the word contains another forcible vowel; then use the connective vowel at the beginning and write the word in the position of the second or forcible vowel.

When two distinctly sounded vowels occur together, as in Di-az, Bi-as, etc., write the first part of the word in the position of the first vowel, and use a connective vowel for the second. If a convenient joining cannot be made, make a break in the word, that the connective vowel may be represented distinctly.

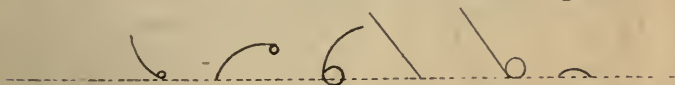
All rules apply to these vowels the same as to other strokes

WORD EXERCISE.

Eve, abate, eel, add, ache, elate, adieu, emit, Emu, edit, era, old, oven, unite, ill, ice, eight, earn, egress, ate, equal (ekl), Leon, Bi-as, Di-az, pe-on, du-et, Lu-an.

WORD-SIGNS.

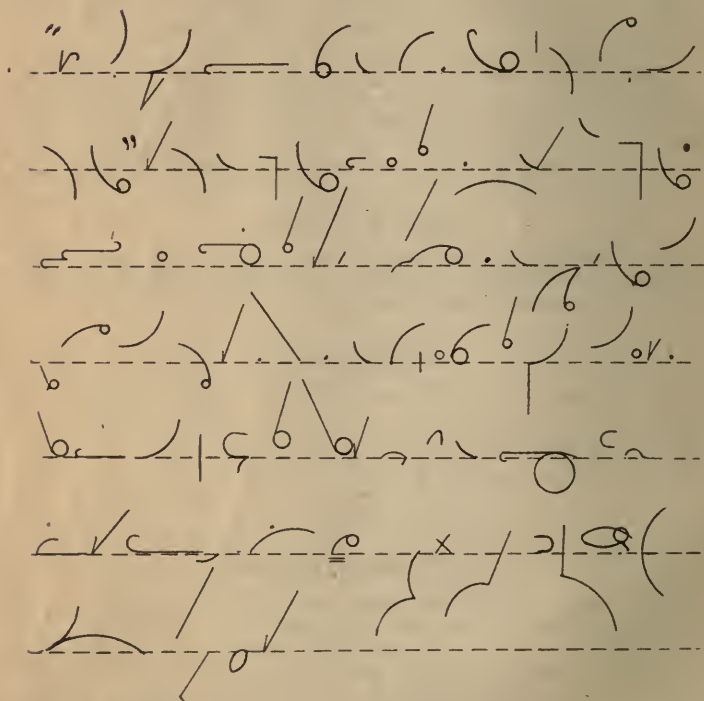
almost   always   ever or  
                over       after     after-  
    wards   again or  
    against



### SENTENCE EXERCISE.

1. "I shall see to it that every man has a square deal." "No less and no more."—Theodore Roosevelt.
2. No man can-do more than his best, but a good many men can-do more **than they think** is their best.
3. The longer a man lives, the more he finds-the less he knows.
4. After a man has-done his very best to-day, he is in a fair way to-do, even, better afterwards.
5. Again-the old man throws-the eel against the elm.
6. What time will Elmer 'rive.
7. Above all do-not spare-the rod to-get beat by the child.

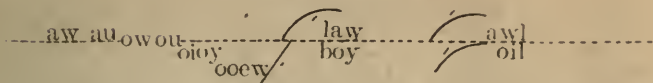
## LESSON XI—Continued



Note—See first exercise of commercial phrases for I-shall, than-they-think.

## LESSON XII

## DOUBLE VOWELS.



Note—From the above diagram that we have the double vowels **aw** and **au** corresponding to the **A** position, **ow** and **ou** to **O** position, **oi** and **oy** to **I**, and **oo** and **ew** to **U**.

Write the character in the position of the vowel as illustrated above. If the double vowel occurs as the first sound in a word, as in **Oil**, make an acute accent **before** the stroke. If it follows, as in **boy**, make the accent **after** the stroke.

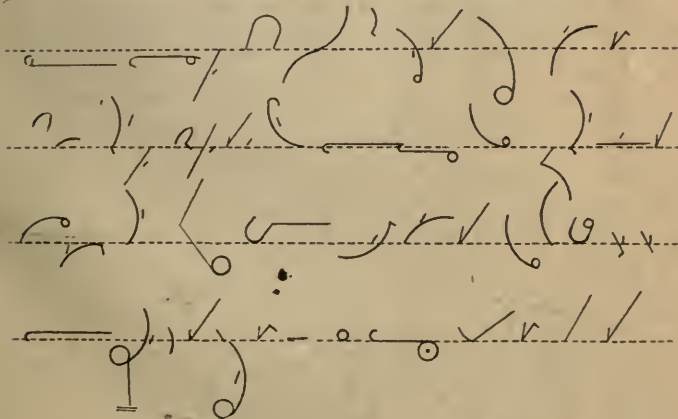
Never use the accent to represent **ew** and it is rarely used for **oo**, the varied sounds for **U** being quite sufficient.

## WORD EXERCISE.

Saw, how, out, house, mouse, owl, howl, fowl, boil, boy, ant, another, anger, awful, outfit, out-law, land, oyster, spoil. squaw, thaw, law, hound, good, pool, fewer, loiter, found, broil.

## SENTENCE EXERCISE.

1. With this-the boy ought (ot) to-have seen-the ounce.
2. Nother owl in-the old elm saw-the boy on-the bough (bow).
3. The squaw that-was almost blind saw-the awk.
4. Always oil-the saw before-you take-out-the awl.
5. Most-of-us found-the fowl that Howard sold.
6. An oyster in-the can is worth many in-the bay.





## LESSON XIII

## RULE 6. ING.

Indicate **ng**, **ing**, **ding**, **thing** or **ling** at the end of a word by making a dot on the end of the stroke.

If either of these sounds occur in the middle of a word indicate them by making a break in the word after the dot, the second part beginning in line with the closing of the first.

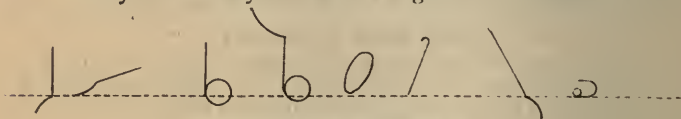
## WORD EXERCISE.

Running, mining, having, loving, moving, showing, drawing, doing, nothing, darling, Birmingham, Bennington, Lansing, sling, any-thing, string, tolling, driving, quitting, moaning, closing, spring, standing, trying, crying, hoeing, throwing, shoeing.

Note—An abbreviation may be indicated by striking a tick across the character at the end.

## WORD-SIGNS.

advantage      Dear Sir      which      afternoon  
truly      My Dear Sir      large      also

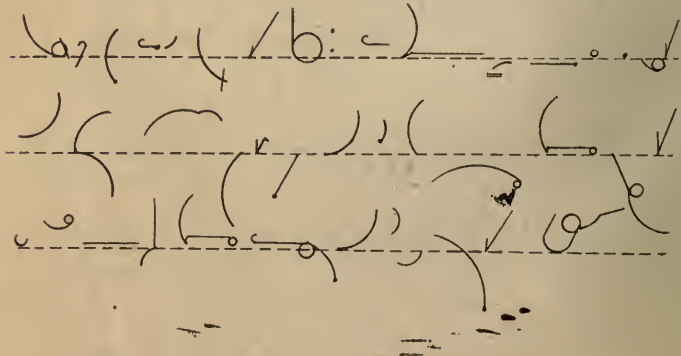


## WRITING EXERCISE.

Mr. John Roeing,  
Wellington, Mo.

Dear Sir: We will state that Lynn King is a minor. He has no legal right in the buying and selling of goods for this firm. You will please take advantage of this warning and sell him nothing. Yours truly,

YOUNG, DAVIS & CO.





## LESSON XIV

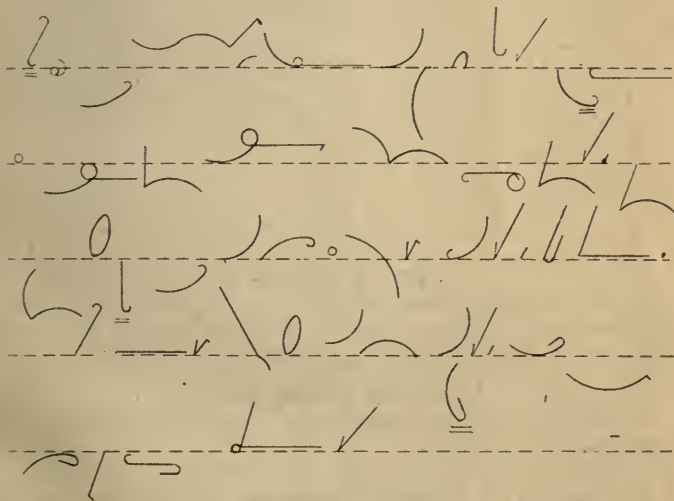
## RULE 7. K and Kr.

Make a hook on the right side ending of a character to indicate K. Extending this hook to half the length of the stroke adds R, making KR.

These hooks may be contracted to indicate a following L, M or N, if they are the last sounds in a word.

## SENTENCE EXERCISE.

1. Jack also took Peggy-the lame Mascot to ride on deck.
2. Mike, with his trick dog, tracked-the nag through-the bog.
3. The big rug which Dick took-to-the lake is not in-the hack.
4. The baker baked a large cake in-the afternoon which he gave-to Rucker.
5. The packer put-the liquor by-the wicker basket.



## WORD EXERCISE.

Walk, rake, shake, spoke, joke, dock, knock, shock, book, took, lake, steak, fake, packer, mocker, maker, baker, duck, shaker, spoke, snake, soak, rake, speaker.

## LESSON XV

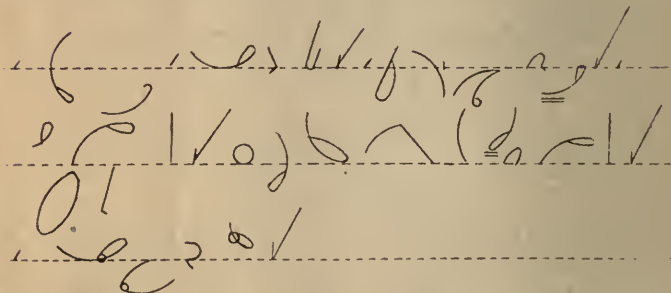
## RULE 8. Br, Pr. and Str.

Make a loop on the right side of a character ending to indicate Br or Pr.

Make a large loop in same position for Str.

## WRITING EXERCISE.

1. The robber took the paper from the baker.
2. The boaster now lives on the Tiber.
3. The teamster should labor by the day.
4. Our sober master left for Hester on Labor Day.
5. The pastors visit all the members.



## WORD EXERCISE.

Hamper, sober, damper, scamper, barber, labor, saber, fiber, neighbor, upper, supper, dipper, piper, liberty, helper, taper, nipper, minister, duster, jester, castor, coaster.

## REVIEW EXERCISE.

1. John may give the cane to the lame man, which we saw at the lake.
2. Nell always takes the map to her desk.
3. The boys are running, jumping and playing on the sand.
4. The men are making hay while the sun is shining.
5. The bark was swept in to the Gulf by the current from the shore.
6. Seeing is believing, feeling is knowing.

## LESSON XVI

## RULE 9. Shun, Shus, or Shal. Sh or Ch.

When Sh or Ch is not the first sound in a word they may be indicated by making a large hook on the right side of a character ending.

Make a dot in a direct line with the ending of a character, to indicate Shun (Tion, cian, sian, sion, cheon), Shus (Tious, cious), and Shal (Tial, cial).

## IMPORTANT.

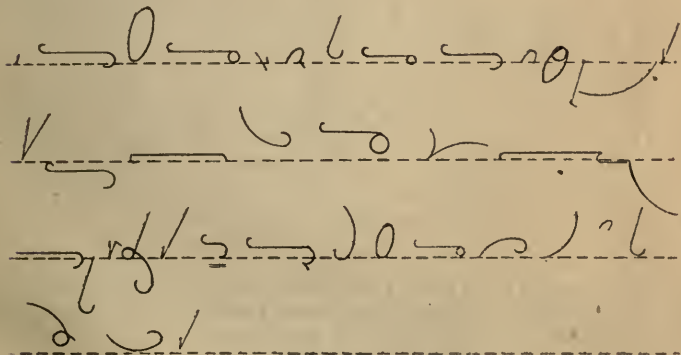
It is not necessary, always, to express the closing T or D forming the past tense. The context will generally bring out the tense.

## SENTENCE EXERCISE.

1. The watch which was found on-the beach was wash' on shore by-the tide.

2. I wish that-the mesh were small that-we-might catch fish in-the branch.

3. Welch wash'-the sash which-was lash' to-the old beech near-the patch.



## WORD EXERCISE.

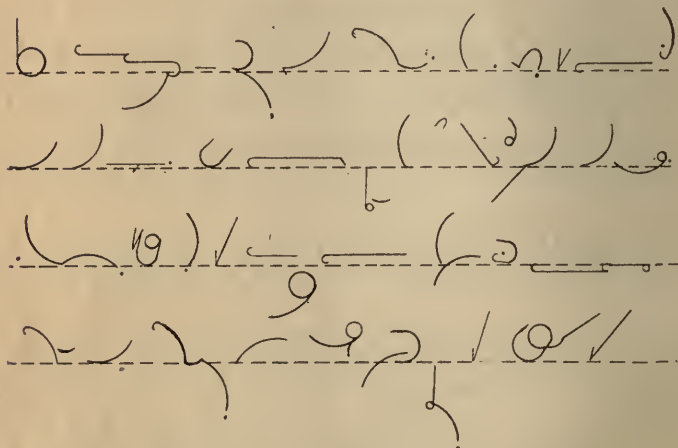
Much, watch, catch, latch, church, march, motion, notion, caution, lotion, fashion, partial, martial, action, judicious, portion, addition, gracious, vision, ration, education, push, starch, touch, dutch, parch.

## LESSON XVII

## WRITING EXERCISE. (Shun.)

Dear-Sir: We-wish-to call attention to-the expansion of a commotion in-that section, and to caution you that-the disposition of one faction seems-to-be to position a magician in-your station. We trust that rational action with-this exposition and explanation will prevent additional dissension.

Yours-truly,



Note: See Rule 12 for **Com**; Rule 16 for **Position**. When a letter or syllable follows Shun, write the character which represents this letter or syllable in the position for the Shun dot, as in rational and additional, as above.

## LESSON XVIII

## RULE 10.

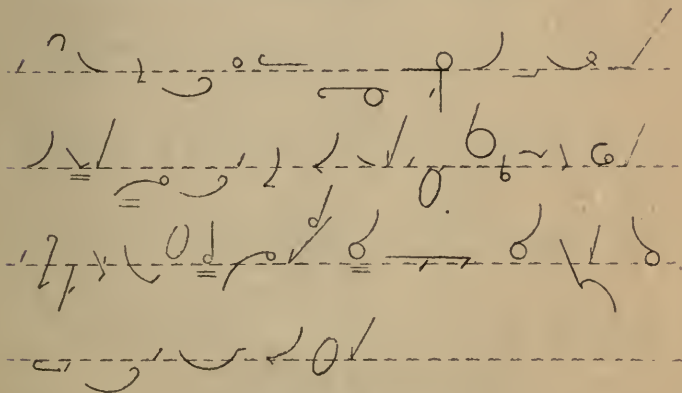
Indicate **Dy**, **Ty** or **Thy** at the end of a word by a lengthened **Y**.

Indicate **Sy** or **Cy** at the end of a word by making an **S** circle on the left side of the character ending and **Ry** by an **R** circle on the same side.

Indicate **Ly**, **My** or **Ny** at the end of a word by a tick struck in the direction of **Y** or **K**.

## SENTENCE EXERCISE.

1. The old man slowly push' his way through-the crowd and kindly passed-the candy to Fanny.
2. Lucy took-the honey to-the busy man.
3. The chilly breeze blows gently from-the east.
4. The jolly boy found-the money which Daisy lost.
5. Henry caught-the hairy fox.
6. Mary willingly took-the polly to-the show.



## WRITING EXERCISE.

"Look Before You Leap."

A story is told of a fox that-had fallen in-to a well and-did-not-know how-to get-out again. After a time a goat came-to-the same place to drink, so he asked: "Is the water good?" "Good," answered-the fox, "Why, it's as sweet as milk, and there is plenty of-it." On-this-the goat leaped in-to-the well and-the fox mounting on his back sprang out.

## LESSON XIX

## RULE 11.

Words repeated as around and around, as soon as, night after night, etc., and any phrase or sentence occurring a number of times in a discourse, may be indicated by writing the first word and making a perpendicular cross closely following.

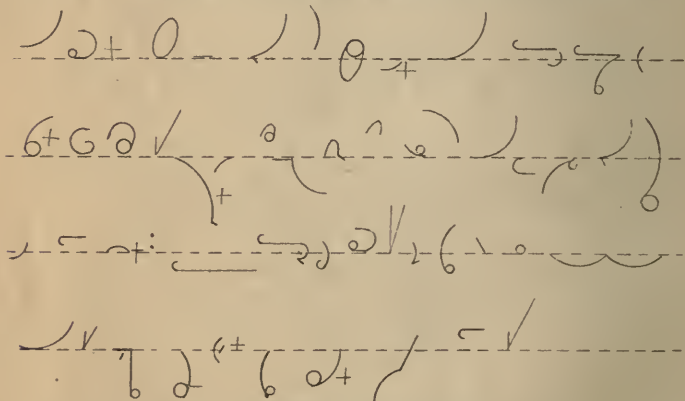
In such expressions as War Department, Special Committee, Attorney General, etc., write the first word and through it strike the initial sound or letter of the second.

## SENTENCE EXERCISE.

1. He as well as she came to the sea shore, time after time to watch the waves roll over and over each other.

2. Night after night the little ones climbed on the old man's knee, and while listening to the story told them again and again, would watch the smoke as it slowly rose from his pipe, and in clouds circled round and round, rising higher and higher above them.

Note—The vowel beginning a word may be omitted if its sound is not important, as in above, ask, etc.



## WRITING EXERCISE.

This story is told of a man from the East who had recently stopped at a hotel in a small Western town. After **RE**tiring for the night he was 'waken by the noise of a strong wind which had **RE**cently 'risen. Somewhat excited, he 'rose from his bed to 'xamine the weather, but instead of looking out at the window, he thrust his head through the door of a cupboard. "Landlord," cried the 'stonished man, "This is very unusual weather, the night is as dark as Egypt and smells of cheese.

Note—See Rule 12 for **RE**

## LESSON XX

## RULE 12.

Strike a tick upward in the direction of **B**, **D**, or **F**, on the beginning of a character for **ac** or **ak**. Strike a tick downward in the direction of **B**, **D**, or **F**, for **con**, **com**, **col**, **coun** or **cum**.

Make a **loop** on the right side of a character at the beginning for **ab**, **ap**, **ob** or **op**.

Make a large **hook** on the right side of a character beginning for **Re**. This hook may be omitted before **J** and **W**.

## SENTENCE EXERCISE.

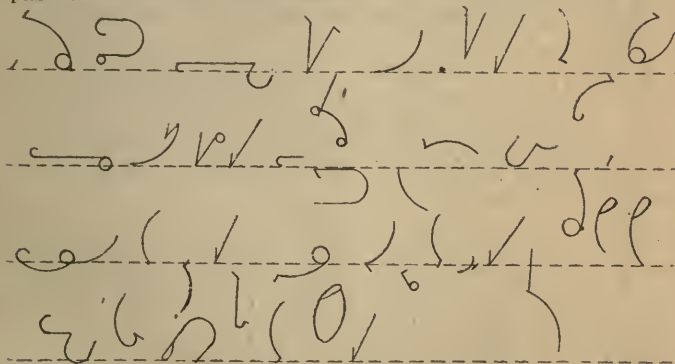
1. The Commander requests that-you commit-the business to a committee.

2. See-the convict convert water in-to ice.

3. They will acquit my colleague upon considering-the report of-the commission.

4. Conduct-the actor to-the confines of-the town.

5. Do-not appear apart when-you reach-the abode of-the Apache.



## WRITING EXERCISE.

Mr. T. G. Abbot,  
Abilene, Kan.

Dear Sir: We-are-in receipt-of your-favor-of Aug. 8th, and-in-reply will-say-that Mr. Akard has just returned from his Eastern trip, and-it-will likely be two or three weeks before he will-be out that-way again; however, we-will-send him your-letter and tell him to write-you when he will-be-there again.

As per promise, we-have mailed you a list of our stoves and Mr. Akard will-give-you prices on same. We hope to-be-able to-sell-you some goods, and beg to-remain,  
Yours truly,



## LESSON XXI

## RULE 13. Prefixes.

**M** at the beginning of a word represents **IM** and **EM**; disjoined it represents **Magna, Magne, Magni, Mac** or **Mc**.

A contracted **I** at the beginning of a word represents **In**; disjoined it represents **Enter, Entre, Intro** or **Intru**.

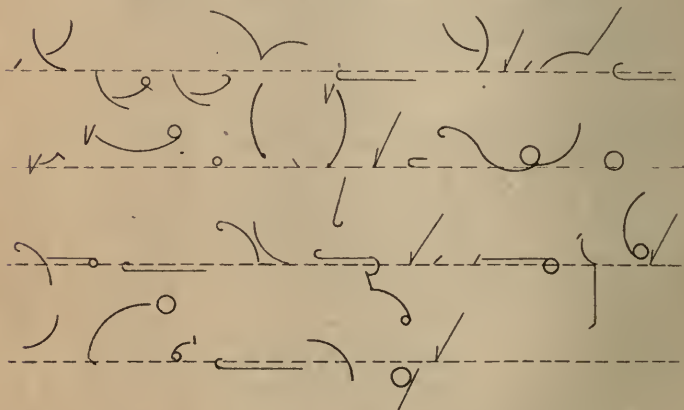
At the beginning of a word represents **Ex**; disjoined it represents **Extra, Extre, Exter, Extri** or **Extir**.

The **Con** tick disjoined and written just before the beginning of a word represents **Contra, Contri, Contro** or **Counter**.

The **R** circle disjoined and written just before the beginning of a word represents **Retra, Retri** or **Retro**.

## SENTENCE EXERCISE.

1. The magnate magnetized-the magnetic needle with magnesia.
2. The lady, who entertained-the interpreter, is reading an interesting book.
3. They-will export our extracts with extreme watchfulness.
4. The contractor countermanded-the order.
5. He retrieved-the contrivance with no retribution.



## WORD EXERCISE.

Improve, employ, emerge, emerald, embody, imitate, in hand, enjoin, enlist, indent, inborn, entertain, interlock, interwoven, introduce, intrude, entreat, magnetic, magnet, magnanimous, extant, extend, expel, expect, exterior, external, extract, extradition, extreme, extricate, extirpate, contrite, contribute, contravent, contract, contrive, control, contradict, retrograde, retract, retreat, retrench.



## LESSON XXII

## RULE 14. Prefixes Disjoined.

When **Con**, **Com**, **Col**, **Cum**, etc., occurs after another prefix or letter, the tick should be joined with this prefix or letter, and a break made in the word immediately after the tick.

A dot written in line with the beginning of a word represents **Recon**, **Recom**, **Recol**, **Recoun**, **Recog** or **Recor**.

A disjoined at the beginning of a word represents **Adminis**; **E** disjoined represents **Equi**, **Equiv** or **Equa**.

A contracted **E** disjoined represents **Emper**, **Imper**, **Impre**, **Impor** or **Impro**.

**R** disjoined represents **Irre**, **Irre** or **Irri**.

A contracted **M** disjoined represents **Multi**.

A circle **S** disjoined represents **Self** or **Circum**.

**S** disjoined represents **Super**, **Supre**, etc.

**T** disjoined represents **Tran** or **Trans**.

## WRITING EXERCISE.

1. The accomplishments of the young lady are uncommonly recognizable.

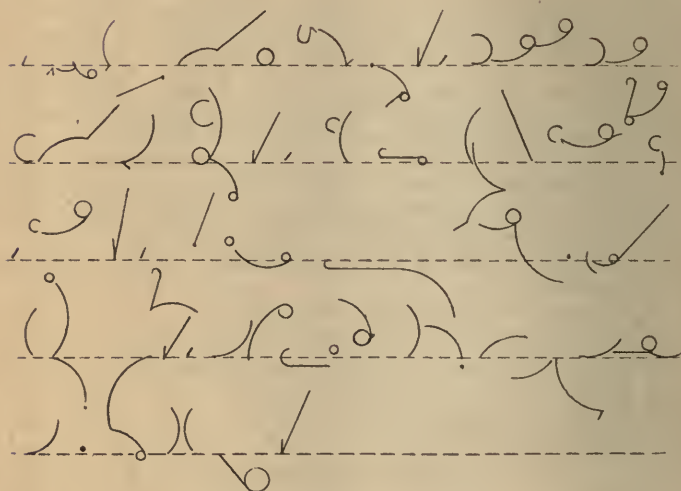
2. The administrator administered justice equally to the equestrians.

3. The Emperor was irremovable after improperly imprisoning the imposter.

4. The judge being self-possessed would not permit a multiplicity of circumstantial evidence.

5. The translator, who is nearing superannuation will transmit the transcript to a superior officer.

## LESSON XXII—Continued



## WORD EXERCISE.

Account, accumulate, encompass, encumber, incomplete, incumbent, incorrupt, incorporate, incompetent, encounter, encourage, reconsider, recompense, discontinue, discount, nonconditional, administer, administrator, equator, equinox, equity, equivalent, empress, imperial, imperfect, impertinent, imprint, impose, irritate, irresistible, circumspect, circumvent, selfish, supreme, superior, transform, translate, transcontinental.

## LESSON XXIII

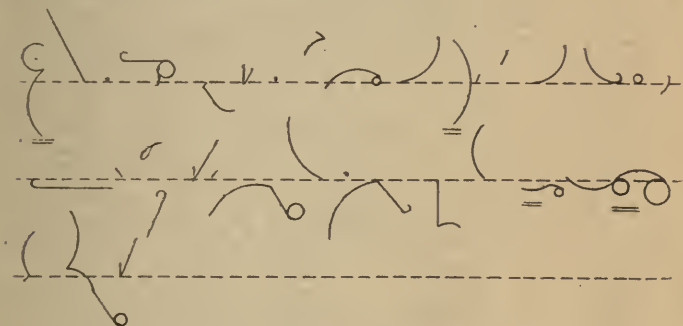
## RULE 15. Affixes Joined.

Strike a contracted M on to the end of a word for ment; a contracted L for Lent, Ulent; a contracted V for Vent; a contracted G for Gram or Grim; an F for Graph; Fr for Grapher; Fk for Graphic, and a lengthened R for Ward.

## SENTENCE EXERCISE.

1. Edward, after a wearisome confinement in a convent, goes to Southbend to make his home with an opulent Jew.

2. The Lithographer made a lithographic diagram of Pilgrim's Progress for-the stenographer.



Note—When C and Q occur as initials write them in Long-hand.

If the name of an individual is long and unfamiliar it is safer to write it hurriedly into longhand.

## WRITING EXERCISE.

Mr. C. Q. Simpson,  
Kirk, Ill.

Dear Sir: We have your wire accepting one car of good corn in shuck at 35c per bushel delivered at your place, which order we have boked, and will get same out with as little delay as possible.

We thank you for this order and solicit your further business.

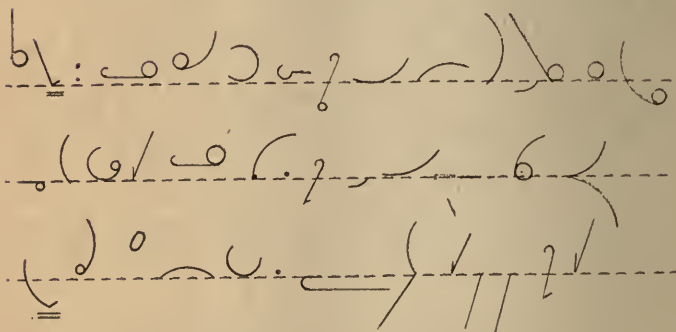
Yours-truly,

R. A. MILLER GRAIN CO.

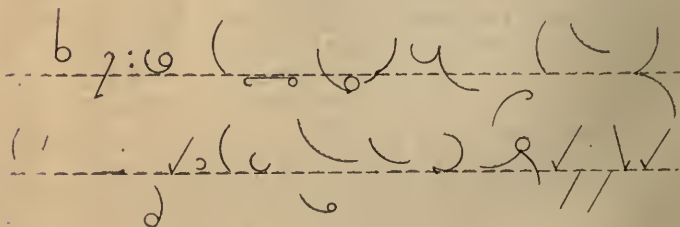
## LESSON XXIII--Continued

## READING EXERCISE.

A Letter.



The Answer.



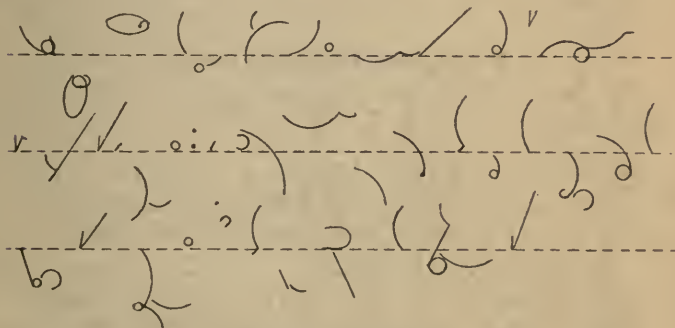
## LESSON XXIV

## RULE 16. Affixes Disjoined.

Represent **Self** or **Selves** at the end of a word by a disjoined S circle, **ative**, **etive**, **itive**, etc., by a V disjoined, **arity**, **erity**, **ority** by Ty disjoined, **cient**, **tient** by Nt disjoined, **ology** or **ogical** by an O disjoined, **position** by a contracted P disjoined, **ship** by P disjoined, **Fiction** by F disjoined, and **mental** or **mentality** by a contracted M disjoined.

## SENTENCE EXERCISE.

1. Mr. Church, speaking of him-self relative to his popularity, says: "I-am greatly in-the minority."
2. The supposition is, the ancient people knew nothing of the science of Psychology nor of Physiology.
3. Citizenship is one of-the fundamental qualifications for member-ship.



## WORD EXERCISE.

Government, implement, judgment, corpulent, invent, prevent, monogram, diagram, telegram, pilgrim, telegraph, lithograph, photograph, stenographer, phonographic, toward, onward, forward, backward, myself, himself, themselves, ourselves, declarative, rejective, relative, objective, disparity, barbarity, sincerity, majority, patient, ancient, chronology, theology, mineralogy, imposition, disposition, worship, friendship, classification, modification, instrumental, ornamental, experimental, instrumentality.

## LESSON XXV

### SENTENCE EXERCISE.

Including some frequent occurring affixes:

1. My agreeable friend, notice your recklessness and embarrassment.
2. Though the conduct of that admirable and adorable girl is so blamable, I do not deem it advisable to censure her.
3. The agreeable and peaceable smith while shoeing a manageable and serviceable horse, was eying a woman, who was strolling carelessly along.
4. Her giddiness and merciless conduct luckily justify my course.
5. The life of that worthless man is peaceful.
6. The lad's idleness and rudeness are wholly chargeable to his parents.

### SIGNS AND ABBREVIATIONS.

These common signs and abbreviations are used the same as in longhand:

% per cent, \$ dollars, c cents, B/L Bill of Lading, B/S Bill of Sale, C/O In Care of, J/A Joint Account, L/C Letter of Credit, C.O.D. Cash (or Collect) on Delivery, Cfi Cost Freight and Insurance, F.O.B. Freight on Board, dd. days after date, D.S. Days after Sight.

The ordinals 1st, 2d, 3d, etc., are indicated by making a dash under the figures 1, 2, 3, etc.; once, twice, thrice, etc., are indicated by making two dashes under the figures 1, 2, 3, etc. In expressing very large numbers as, 30,000, 2,000,000, 10,000,000,000, strike one dash by the side of the last period for thousands, two for millions, three for billions, etc., as,

## LESSON XXVI

## COMMERCIAL ABBREVIATIONS.

Here given, is a list of words and their abbreviations. The words are common in commercial correspondence and their abbreviation should be memorized and written a number of times in shorthand. Speed will depend largely upon your familiarity with these abbreviations.

Use the tick, as before employed, to indicate the abbreviations containing position vowels and any other abbreviation which is rarely used.

Never use phrasing with the last mentioned outlines.

A.	
Word.	Abbreviation.
Abbreviated, Abbreviation .....	Ab-V
Accept-ed-ance .....	Ac-S
Account .....	Kt
Acquaint-ance .....	Ac-qu
Acknowledge-d .....	K-l
Advertise-d .....	D-V
Agent, Agency .....	A-gt
Amanuensis .....	Am-n
Amount .....	Am-t
Altogether .....	Al-g
Answer .....	Ans
Assistan-ance .....	As-t
Attorney .....	A-ty

B.	
Balance .....	Bal
Brother .....	Bro

C.	
Catalogue .....	Kat
Century, Central .....	Sen
Church .....	Chu
Chapter .....	Cha
Circumstance .....	Sr-k
Citation, citizen .....	Sit
Circular .....	Sr-kl
Character .....	Ktr
Company, County .....	Ko
Colonel, Kernel .....	Ker
Collect-or .....	Kl-k
Commission-er .....	Com-s
Commerce, Commercial .....	Kms
Credit-or .....	Kr
Correspond-ence .....	Kor



## LESSON XXVI—Continued

## D.

Definition .....	Def
Defendant .....	D-ft
Deliver-ed, y .....	D-lr
Differ-ent-ence .....	D-fr
Difficulty-y .....	D-fkl
Dictionary .....	D-kt
Discount .....	Dis
Disappoint .....	D-sp
Divide-s .....	Vid
Doctor .....	Dr.

## E.

Economy, Economical .....	Con-mi
Eidtor, Edition .....	Ed
Electrical, Electricity, Electrician .....	Elek
Everyone .....	Vr-vn
Every-where .....	V-wh
Except .....	X

## F.

Figure, Figuratively .....	Fig
Further .....	Fur

## G.

General-ly .....	Gen
Gentleman .....	G-mn
Gentlemen .....	G-men
German, Germany .....	Ger.

## H.

Herewith .....	H-with
Honorable .....	Hon
However .....	H-vr

## I.

Instant (in the present month) .....	Inst
Interest .....	In-t
Important-ance .....	M-p
Improve-d .....	Mpv
Inequality .....	Nequ
Irregular-ity .....	G-lr

## K.

Knowledge .....	Kn-l
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## L.

Language .....	N-J
Latitude, Latin .....	Lat
Legislature .....	Leg
Literature, Literary .....	Lit
Longhand .....	L-hn
Liberty .....	Lib



## LESSON XXVI—Continued

## M.

Meanwhile .....	Mn-l
Manufacture-r-y .....	M-f-g
Memorandum .....	Me-m
Minute .....	Min

## N.

Nevertheless .....	Ve-ls
Number .....	No
Numbered .....	Nob
Notwith-standing .....	Nt-St

## O.

Object-ed .....	B-J
Observe .....	Ob-s
Opportunity .....	Op-r

## P.

Public, Publish .....	Pub.
Particular-ly .....	Tk-l
Perhaps .....	Prh
Punctual-ity .....	P-nt
Principle, Principal-ly .....	P-rn
President .....	Pres
Professor .....	Prof.
Privilege .....	Priv

## R.

Replying .....	Pl-ing
Receive .....	Re-s
Report-er .....	Re-P
Regular-ity-ly .....	Reg
Respect .....	R-sp
Respectful-ly .....	F-ly
Represent-ative .....	Rep

## S.

Satisfy-ed .....	St-f
Satisfaction, Satisfactory-ily .....	St-fr
Secretary .....	Sek
Superintendent .....	Supt.
Substitute .....	Sub

## T.

Treasurer .....	Treas
Therefore .....	Th-f

## Y.

Yesterday .....	Ys-t
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## IMPORTANT.

If you have a word of long outline to occur in your work abbreviate it and indicate the abbreviation by the tick. If the word occurs often adopt an abbreviation for it.

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## LESSON XXVII

### COMMERCIAL PHRASES.

It would be impractical to give an extensive list of phrases, for every stenographer will have terms and phrases peculiar to his particular work, and in writing these he will naturally adopt phrasing.

In this he must use his own good sense and judgment.

Our object in giving this short list is to familiarize the student with the kind and forms of words which should be used in phrasing.

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Such words as, do, did, no, not, hand, time, see, say, favor, and many other common words may be phrased and written in any position.

If they occur as the first word in a phrase, write them in their position without regard to the position of any other word in the phrase.

Generally do not phrase more than two or three words, but an exception may be made to this in technical and frequent occurring phrases or where the context is very strong.

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### PHRASES.

It-will-be, I-can, I-would, I-would-be, It-will-not, I-can-not, In-which-the, I-shall, I-shall-not, I-may-be, would-be, will-not-be, please-have-the, you-will-have, you-have-not, you-may-have, you may-be, from-which, you-can-not, to-hand, your-favor, you-will-be, have-you-given, in-that, for-that, there-has-been, we-would-like, your-kind-letter, your-kind-favor, in-time, on-time, and-the, and-there, and-will-be, and-have, at-hand, to-do, to-make, in-due-time, to-come or call, ought-to-have, about-this, they-have-been, what-has-been, I-do-not, they-do-not, you-do-not, you-do-not-think, we-do-not-know, we-are-sorry, by-same-mail, will-not-be-able, we-will-not-have.

## LESSON XXVII—Continued

Note—In many phrases one or two important words may be omitted without loss to legibility as, what-(is)-your-name, what-(is)-your-name-(and)-business, in-such-(a)-manner, days-(of-the)-week, in-regard-(to-the)-matter, please-let-(us)-hear.

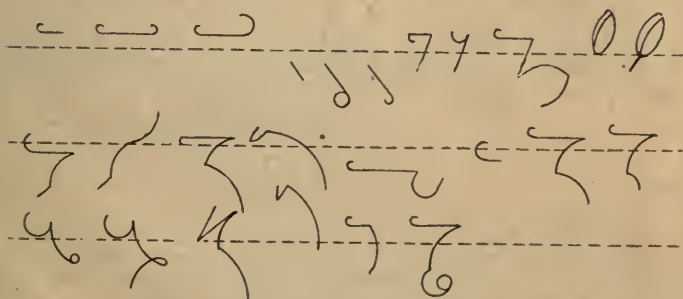
We-will (w contracted), we-think or thank (the K hook is used for think or thank in phrasing).

We-shall or should (the Sh hook is used for shall or should in phrasing and should be reversed on straight strokes).

If-you-will (See Lesson 7), if-you-are (F in U position with circle R reversed), if-you-can (contracted K hook is used for can in phrasing).

They-will-be, there-will-be, you-will-be, we-beg-to, which-have, which-have-been, who-have-been, to-have-been, they-have-not, you-will-not, would-you, who-will, we-have-not, we-have-known, you-must, you-must-have, I-have-not, I-will-not, we-will-say, we-have-your.

## Outlines for Above Phrases.



## LESSON XXVIII

## BUSINESS LETTERS.

Write each of these letters at least twenty-five times in short and no less than fifteen times on the typewriter, as you must become familiar with business forms, terms, language, etc.:

(39) Dallas, Texas, Oct. 17th, 1905.

Mr. J. A. Adams,  
Colorado, Tex.

Dear Sir: Your-order received and same will-have our prompt attention. We-will-give-you our lowest prices.

Thanks for-the order.

Yours truly,  
PITTMAN & SMITH CO.

(50) Waco, Texas, Sept. 15, 1905.

Hon. J. H. Ray,  
Mart, Texas.

Dear Sir: As per request I beg to herewith acknowledge-the receipt of-your check for \$450.00, account payment of-the D. A. Horn indebtedness to-me. 'Thanking you for-the same, I am,

Very kindly,  
EARL MOORE.

(42) Chicago, Ill., Aug. 16th, 05.

Messrs. Dowling & Co.,  
Smithville, Ark.

Gentlemen: We-are-in receipt of-your application for our samples, which-we take pleasure to forward at once and hope to-be-favored with-your esteemed orders.

Yours truly,  
DEW TAILORING CO.

(59) Battle Creek, Mich., Aug. 31st, 05.

J. A. McKinley,  
Norman, O. T.

Dear Sir: We-are just in receipt of-yours of 25th, and as requested will cancel your-order for buggies. We hope that-you- will see fit to-order this job out at an early date.

Wishing you much success, we-are,

Very-truly-yours,  
MASON IMPLEMENT CO.

Dict. by O.C.Y.

## LESSON XXIX

(93)  
The James R. Smith Co.,  
Quincy, Ill.

Cleveland, O., Nov. 3d, 1905.

Gentlemen: Referring to our letter-of 26 inst., we-would-ask if-you-do-not wish us to-send-you an "Easy Washer" on approval, which-you-may return without expense if for any reason you-can-not use it.

We-make you-the above proposition knowing-the "Easy Washer" to-be-the very best washer on-the market, and-we want-to convince you.

Yours-truly,

JOHN R. BROWN CO.

(68)  
Mr. M. A. Evans,  
Houston, Texas.

Denison, Texas, Oct. 8th, 1905.

Dear Sir: Referring to-you inquiry regarding discount, we-beg to-say-that, while our list is absolutely net, we-will-allow you our export cash discount of 2 per cent. ten days. We-would-be pleased-to receive your-order, and remain,

Yours-truly,

C. N. FLINT & SONS CO.

(85)  
Mr. C. T. Snow,  
Vernon, Texas.

Amarillo, Tex., March 31st, 1905.

Dear-Sir: We-enclose-you herewith invoice and Bill of Lading for shipment of millet per your-order of a few days ago. We-did-not have-the millet here, but had some in Fort Worth and wired our shipper to let it go direct.

We-have billed it at \$2.30 in-order-to equalize-the freight, all of-which we trust is satisfactory.

Yours-very-truly,

W. A. MASON GRAIN CO.

(85)  
Mr. B. C. Chase,  
Bowie, Texas.

Sherman, Tex., Feb. 16th, 1905.

Dear-Sir: Your-favor of-the 14th received. We are loading your car to-day and-wil-have same rushed out. We-will-give-you our best prices, quality considered. We always give our customers-the best goods obtainable, and-can truthfully say-that, we-have never had a complaint on goods shipped under our own supervision. When-you-are in the market do-not fail to-let us-hear from-you.

Yours-truly,

BAR & LIGHT.

## LESSON XXX

(100)

Marion, O., Nov. 4th, 1905.

Messrs. Roe and Jones,  
Cleveland, O.

Gentlemen: I have been in business in this town for more than ten years and refer to the Farmers National Bank and to Mr. J. H. Summers, ex-Mayor and a prominent citizen. I see a good opening to increase my sales, and am desirous of a supply of your goods to sell on commission.

If required, I will give you full security against loss.

Should this proposition meet your views, please fill the accompanying order, and give me the benefit of your most favorable terms.

Very respectfully,

J. J. SAUNDERS.

(72)

Cleveland, O., Nov. 9th, 05.

Mr. J. J. Saunders,  
Marion, O.

Dear-Sir: We have to-day forwarded by fast freight, the goods ordered per your letter of 4th inst; the inquiries about you, as suggested by you, have proved most satisfactory.

The commission is 8 per cent. The Bill of Lading accompanies each package.

Trusting the opening will lead to a long connection of mutual benefits, we are,

Yours-very-truly,

ROE & JONES.

(Used by permission.)

(112)

Putnam, Texas, Nov. 3d, 1905.

Hon. Morris Sheppard, M. C., 1st Congressional Dist., Texas.  
Washington, D. C.

My-Dear-Sir: Allow me to express to you my grateful thanks for the books, charts and maps sent to me from the Interior Department, at your request, which I shall ever treasure and read with much interest.

I notice also with pleasure, your great zeal and interest in the improvement of Red River, which will redound to the commercial benefit of Texas as well as her sister States:

Wishing you a most useful career in Congress and hoping to hear from you again soon, I have the honor, sir, to be,

Your friend and former teacher,

B. C. CHRISMAN.



## LESSON XXX—Continued

(180)

New York, N. Y., Nov. 10th, 1905.

MR. John C. Lister,  
Olden, Me.

Dear-Sir: We took the liberty a short time since of extending to you a cordial invitation to favor us with the New York account of the new bank, in the organization of which we understand you are interested.

As we have not received a reply we venture to express again the pleasure it would give us to receive your business, and while we do not wish to appear unduly solicitous, we, sincerely, trust you are giving us your favorable consideration.

The great number of banking institutions now with us, and the steady increase in this most important feature of our business, attests satisfactory personal and business relations with this bank.

We should esteem it a great privilege to receive your acknowledgement of this letter, with suggestions as to how we may serve you.

With an earnest hope that you may be interested to the extent of placing your account with us, and with assurance that your interest would receive our most careful attention, we remain,

Yours very respectfully,

BANK OF COMMERCE.







UNIVERSITY of CALIFORNIA  
AT  
LOS ANGELES  
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UC SOUTHERN REGIONAL LIBRARY FACILITY



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